



# 2009 OFF-ROAD VEHICLE (ORV) TRAIL MAINTENANCE GRANT APPLICATION INFORMATION

**Michigan Department of Natural Resources  
Forest, Mineral and Fire Management  
Grants Management**

## **MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT**

"The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the State's natural resources for current and future generations."

## **NATURAL RESOURCES COMMISSION STATEMENT**

The Natural Resources Commission, as the governing body for the Michigan Department of Natural Resources, provides a strategic framework for the DNR to effectively manage your resources. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

The Michigan Department of Natural Resources (DNR) provides equal opportunities for employment and access to Michigan's natural resources. Both State and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203.

For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, PO Box 30425, Lansing MI 48909-7925.

This publication is available in alternative formats upon request.

# TABLE OF CONTENTS

INTRODUCTION .....	1
YEARLY SCHEDULE .....	1
GENERAL PROGRAM INFORMATION AND DEFINITIONS .....	1
GRANT SPONSOR CONTACTS.....	1
DOCUMENTATION OF NONPROFIT STATUS.....	2
PROJECT AREA MAPS .....	2
SITE PLANS .....	2
MAINTENANCE AND RESTORATION .....	2
FIELD INSPECTIONS.....	2
LIABILITY INSURANCE.....	2
SCHEDULING.....	3
EXISTING FACILITY MAINTENANCE .....	3
SIGNS .....	3
REIMBURSEMENT RATES .....	3
FAILURE TO PERFORM .....	4
DAMAGE.....	4
LAND CONTROL.....	4
GRANT SPONSOR EVALUATION AND PROJECT PRIORITIZATION CRITERIA.....	4
MAINTENANCE AND DEVELOPMENT PROJECTS.....	5
RESTORATION PROJECTS.....	5
GRANT PERFORMANCE CRITERIA .....	5
MAINTENANCE SPECIFICATIONS FOR ORV TRAIL, ROUTE, AND USE AREA PROJECTS .....	6
SPRING MAINTENANCE .....	7
SUMMER MAINTENANCE.....	7
FALL MAINTENANCE.....	7
SPECIFICATIONS.....	7
<u>Clearance</u> .....	7
<u>Signing</u> .....	8
Guide Signs .....	8
Safety Signing.....	8
Regulatory Signs.....	8
Warning Signs.....	8
Sign Replacement.....	9
Additional Posting Specifications for Signs.....	9
<u>Grading</u> .....	9
Trails and Routes.....	9
Use Areas .....	9
<u>Bridges and Erosion Control Structures</u> .....	10
GLOSSARY .....	11



## ***INTRODUCTION***

The Michigan Department of Natural Resources (Department) administers the Off-Road Vehicle (ORV) Trail Program to maintain a statewide motorized trail system for public enjoyment. Part 811 of the Natural Resources and Environmental Protection Act (1994 PA 451, as amended, hereinafter referred to as Act 451) authorizes the distribution of revenues in the form of grants to public agencies and nonprofit organizations.

ORV trail maintenance grants are available to:

- Maintain existing ORV trails, routes and areas.
- Develop new ORV trails, routes and areas.
- Repair ORV-damaged areas.
- Pay for land leases or easements.
- Pay for liability insurance.
- Pay for trail signs.

Grant funds are also available to eligible county sheriff departments for ORV law enforcement under a separate grant program administered by the Department. Contact Grants Management at 517-373-2965 or at the address shown below.

## ***YEARLY SCHEDULE***

Grant applications are available and mailed to grant sponsors late spring, 2008.

Completed and signed grant applications are due August 1, 2008.

Following review and grant selections by Forest, Mineral and Fire Management (FMFM), grant agreements are prepared and sent to grant sponsors by late winter.

Grant sponsors sign and return two copies of their grant agreements to:

GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925

Grant-related questions may be directed to the above address, or by calling 517-335-2253.

Project-related questions may be directed to the Recreation and Trails Section of FMFM at 517-373-2891.

Forms and publications are also available on the Department website.

Go to [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants) and follow the prompts to recreation trail programs.

TTY/TDD: 711 (Michigan Relay Center)

## ***GENERAL PROGRAM INFORMATION AND DEFINITIONS***

### ***GRANT SPONSOR CONTACTS***

On the grant application, include the name, address, and phone number of two people authorized to sign documents for the grant sponsor and be contacted by the Department concerning the grant. Reimbursement requests must be signed by at least one of the two authorized people. At least one of the authorized people must be an officer or employee of the grant sponsor organization.

## ***DOCUMENTATION OF NONPROFIT STATUS***

Grant sponsors that are not government agencies must renew their nonprofit status each year through the Michigan Department of Labor and Economic Growth (DLEG). Grants Management will verify nonprofit status with DLEG for each nongovernmental grant sponsor prior to issuing a grant agreement. Grant agreements will only be issued to nongovernmental grant sponsors with nonprofit status that can be verified for the current year.

## ***PROJECT AREA MAPS***

Grant applicants must provide a map of the project area. If a proposed project is on state or federal land, use Department or USDA Forest Service ORV trail maps. All grant applicants are encouraged to identify all trails, routes and areas they wish to maintain. This may include requesting trail, route, or area maintenance that has been previously maintained by another grant sponsor.

Proposals for restoration projects or development of new trails, routes or areas must include county plat book maps. Show the location of proposed restoration work or new trail, route or use area on the maps. Identify the location of proposed work, trailheads, support facilities and signs.

## ***SITE PLANS***

Grant applicants must provide an 8-1/2" x 11" site plan of proposed improvements. Preliminary site plans are required on all restoration projects and trailhead and bridge improvement projects. The site plan must clearly identify the location of all proposed facilities and improvements.

## ***MAINTENANCE AND RESTORATION***

Funding may be available for special maintenance and damage restoration projects such as bridge repairs, new bridge construction on existing trails, filling, grading and seeding of damaged areas, erosion controls, replacement of culverts, relocation of trails, etc.

## ***FIELD INSPECTIONS***

Field inspection of project sites may be conducted by the Department before a project is approved for a grant, during project implementation, and upon completion of a project.

## ***LIABILITY INSURANCE***

**Nongovernmental grant sponsors are required to obtain liability insurance with the following provisions.**

- ❖ General Commercial Liability Insurance Policy: The required liability insurance shall protect the grant sponsor from claims which may arise out of or result from the grant sponsor's operations.
- ❖ Minimum policy limit of \$500,000 per occurrence for property damage; \$1,000,000 per occurrence for bodily injury and \$2,000,000 aggregate.
- ❖ List the State of Michigan as an additional insured using the following language:  
"State of Michigan, its departments, boards, agencies, commissions, officers and employees"

Listing the State of Michigan as additional insured protects the State of Michigan from claims arising out of the grant sponsor's acts in meeting responsibilities under the grant agreement. It does not mean that the grant sponsor must protect the State of Michigan from all accidents or injuries that occur on the public trail system.

- ❖ List all private land owners as additional insured.
- ❖ Thirty days written notice prior to any change or cancellation of the insurance policy to: Grants Management, Michigan Department of Natural Resources, P.O. Box 30425, Lansing, Michigan 48909-7925.
- ❖ Liability insurance coverage must be for the term of the grant agreement. If the certificate of insurance expires during the grant period, the grant sponsor must provide an up-to-date certificate of insurance to Grants Management.

The actual cost of the insurance premium, supported with proper documentation, is reimbursable through the grant program. The maximum amount payable is \$2,500 unless otherwise approved by the Department. The deductible applicable to a claim is not a reimbursable expense.

A certificate of insurance is required to be provided by the grant sponsor when returning their signed grant agreement to the Department for ORV trail program funding. If a certificate of insurance meeting the above requirements is not provided by the grant sponsor, a grant agreement will not be executed (signed for the Department).

### ***SCHEDULING***

Annual brushing and signing should be done as soon as trails, routes and areas are accessible in the spring. See Maintenance Specifications in this booklet.

### ***EXISTING FACILITY MAINTENANCE***

Facility maintenance includes trail, route and area clearing, brushing and sign maintenance and may include trail grading when necessary.

### ***SIGNS***

Signs are supplied by the Department or jurisdictional agency and installed by the grant sponsor. Specific signing guidelines are listed in this booklet. Reimbursement for special sign needs may be considered on a case-by-case basis.

### ***REIMBURSEMENT RATES***

ORV Trail and ORV Route maintenance reimbursements will be made according to the following schedule:

**ORV Trails:\$61/mile**  
**ORV Routes: \$46/mile**

Annual reimbursement rates are calculated based on trail and route mileage. The rate includes spring and summer maintenance as listed in the Maintenance Specifications in this booklet. The grant sponsor must supply all labor and equipment necessary to accomplish trail and route maintenance. ORV Trail and Route grading reimbursements will be made according to the following schedule:

**ORV Trails:\$109/mile** (requires specialized equipment)  
**ORV Routes: Competitive bid or Michigan Department of Transportation**  
**Equipment Rental Rates** (typically requires road grading equipment)

The grant sponsor must supply all labor and equipment necessary to accomplish trail and route grading.

The Department will be making payments to trail sponsors through electronic fund transfers (EFT). Trail sponsors must register on the State Vendor File by logging into the Contract and Payment Express (C&PE) website at [www.cpexpress.state.mi.us](http://www.cpexpress.state.mi.us). Follow the online instructions to complete the first portion of the registration process. A password will then be mailed to the trail sponsor.

Return to the C&PE website; enter the User ID and the password received. The trail sponsor will then be asked to create a new password. Click on the “View Registration Details” link and then click on the “Sign Up for Electronic Funds Transfer (Direct Deposit)” link. Enter the requested information, including bank routing and account numbers. After the trail sponsor returns the “Electronic Funds Transfer (Direct Deposit) Authorization for Vendor Payments” form, as directed on the website, the process is complete. The trail sponsor should be ready to receive EFT within two weeks.

### ***FAILURE TO PERFORM***

To be considered for an approved grant, all applicants must meet the Grant Sponsor Evaluation Criteria listed in this booklet. All grant sponsors receiving an executed grant agreement must meet the Performance Criteria listed in this booklet. Failure of the grant sponsor to meet all requirements of the grant agreement may result in reimbursement penalties and/or termination from the grant program.

### ***DAMAGE***

Payment for damage on leased lands may be considered on a case-by-case basis.

### ***LAND CONTROL***

The grant sponsor shall certify to the Department that appropriate written permission has been secured for a public trail, route, or area right-of-way. At the time of application the grant sponsor shall furnish the Department with the following:

1. Documentary proof establishing to the Department’s satisfaction that the grant sponsor possesses, for the entire term of the project, the right to enter, occupy, use and maintain the trail, route or area which is the subject of the grant application. Such documentary evidence may include deeds, leases, licenses, easements or use permits. This evidence must be number coded to correspond to the project area map(s).
2. Detailed map(s) which identifies the specific location of the entire trail, route or area and the specific location of each leased section.
3. A list of names and addresses of all landowners, coded to correspond with the maps indicated above.

## ***GRANT SPONSOR EVALUATION AND PROJECT PRIORITIZATION CRITERIA***

### ***GRANT SPONSORS***

Grant sponsors must meet the following criteria:

- ❖ Be a public agency or maintain status as a nonprofit organization;
- ❖ Comply with all applicable State laws and regulations;
- ❖ Have access to adequate equipment and personnel to accomplish the proposed projects;
- ❖ Maintain eligibility status as a grant recipient (not be considered to be ineligible due to poor performance as defined in the Grant Program Performance Criteria, within the ORV grants program, or any other State of Michigan grant program);
- ❖ Meet the ORV Trail Maintenance Program grant application deadline.



## ***MAINTENANCE AND DEVELOPMENT PROJECTS***

The following criteria will be used to evaluate and set priorities for approval and funding of grant requests for development and maintenance projects:

1. Does the project have local support; public and private?
2. Does the project lend itself to year-round recreational opportunities?
3. Will the project have a favorable impact on the local economy?
4. Will the project attract or support tourism?
5. Is the project part of an overall ORV plan for the area and does it contribute to the implementation of the plan?
6. Does the project provide for the integration of a variety of motorized recreation?
7. Does the project address an existing environmental concern related to ORV use, or reduce ORV-caused damage on an existing ORV damaged site?

## ***RESTORATION PROJECTS***

Any ORV damage on public lands within the state may be restored with funding from the ORV grants program. The following criteria will be used to prioritize funding of grant requests.

1. Reduction or elimination of erosion into any body of water;
2. Restoration of damage in a designated roadless area or a designated Wild and Scenic River corridor;
3. Restoration of damage in an aesthetically sensitive area if the restoration will improve the aesthetics of the area; and
4. Other categories of damage restoration on public lands.

## ***GRANT PERFORMANCE CRITERIA***

Grant sponsors must meet the criteria listed in this section in order to participate in the ORV Trail Maintenance grant program.

### ***Compliance with Laws and Regulations***

Performance Criterion: The grant sponsor must comply with all applicable state laws and regulations and be a public agency or maintain status as a nonprofit organization. All necessary permits must be obtained prior to initiating any work that may require such permits.

Penalty: Failure to meet this criterion is a violation of the law and will result in a Notice of Failure to Perform issued by the Department. The grant sponsor will have three (3) working days to comply with the grant agreement or be terminated from the program.

### ***Complete and Accurate Forms and Submittals***

Performance Criterion: The grant sponsor must meet the Department grant application due date and due dates for all other forms and reports. Forms must be filled out completely and accurately.

Penalty: Failure to meet the grant application deadline may result in the application being rejected. Falsification of any documents, forms or reports will result in a Notice of Failure to Perform issued by the Department and immediate termination from the grant program.

### ***Compliance with Signing, Grading and Brushing Standards***

Performance Criterion: The grant sponsor must meet minimum standards for items applicable to the grant, as defined in the Off-Road Vehicle Trail Improvement Fund Procedures Manual (IC1990), the 2008 Off-Road Vehicle (ORV) Trail Maintenance Grant Application Information Booklet (IC3600), the Off-Road Vehicle (ORV) Trail and Route Maintenance Handbook (IC1991), and the grant agreement.

Penalty: Failure to meet these standards will result in a Notice of Failure to Perform issued by the Department.

Each Notice of Failure to Perform may result in a 5% reduction in the total grant amount.

Three (3) Notices of Failure to Perform in one year shall be sufficient cause for termination from the grant program or placement on a one-year probationary status. Receipt of any Notice of Failure to Perform while on probation is cause for immediate termination from the grant program.

### ***Timely Completion of Special Maintenance Projects***

Performance Criterion: The grant sponsor must complete all approved and funded special maintenance projects within the timeframe specified in the grant agreement.

Penalty: Failure of the grant sponsor to complete all special maintenance projects in the fiscal year in which it is funded will result in a Notice of Failure to Perform, unless a time extension is requested by the grant sponsor and approved by the Department.

Receipt of three (3) Notices of Failure to Perform within a two-year period shall be cause for termination from the grant program.

## ***MAINTENANCE SPECIFICATIONS FOR ORV TRAIL, ROUTE, AND USE AREA PROJECTS***

These Maintenance Specifications are a guide for the maintenance of designated ORV trails, routes and use areas funded under the ORV Trail Maintenance grant program. All maintenance is subject to approval of the jurisdictional agency. For example, National Forests are managed by the U.S. Department of Agriculture, Forest Service. State Forests are managed by the Michigan Department of Natural Resources, Forest, Mineral and Fire Management.

The grant sponsor shall notify the appropriate jurisdictional agency prior to beginning any work and shall report trail maintenance accomplishments in writing for each season following the instructions for reporting trail maintenance work outlined in the Off-Road Vehicle Trail Improvement Fund Procedures Manual (IC 1990).

**Grants for trail maintenance are generally awarded to cover the spring and summer maintenance seasons only.** The grant sponsor is responsible for completing maintenance on the entire trail system covered by the grant agreement.

During each of the spring and summer maintenance periods, the grant sponsor shall perform, at a minimum, one complete maintenance inspection on the entire trail system covered by the grant and complete all necessary maintenance to insure the trail meets maintenance specifications.

Grant sponsors may be directed by the jurisdictional agency to complete corrective maintenance deficiencies discovered during the course of inspections, and/or to take corrective actions if a portion or portions of the trail fall out of specification. For example, this may occur if vegetative growth requires brushing, or repairs are needed due to minor vandalism or minor storm damage.

On occasion there may be situations that will require significant maintenance work. For example, this may be needed to make repairs due to major storm damage or major vandalism. In these

circumstances, the grant sponsor may be requested by the jurisdictional agency to volunteer to correct the situation or a separate special maintenance agreement may be negotiated.

### ***SPRING MAINTENANCE***

Spring maintenance is conducted between March 1 and Memorial Day weekend, unless an exception is issued in writing by the jurisdictional agency.

### ***SUMMER MAINTENANCE***

Summer maintenance is conducted between June 15 and Labor Day weekend, unless otherwise directed by the jurisdictional agency.

Maintenance responsibilities in each season include:

- One complete inspection of the entire trail system covered by the grant agreement
- Brushing trails and routes according to specifications
- Posting signs and trail markers, as required
- Removing deadfall trees from trail, route and use areas
- Clearing culverts as needed to insure positive drainage
- Completing minor bridge repairs (e.g., replacing broken or missing planks or railings)
- Reporting major bridge repair and erosion control needs, especially those affecting water quality, to the jurisdictional agency

### ***FALL MAINTENANCE***

Fall maintenance is conducted after Labor Day weekend, with maintenance generally focusing on trail grading. Fall maintenance and/or trail grading are accomplished through a separate grant or contract. All trails and routes wide enough to accommodate appropriate equipment may be graded, as needed, with soils allowed to settle over the winter.

Special projects are accomplished through separate special maintenance grant requests. Grant sponsors are encouraged to work with the appropriate jurisdictional agency to identify and plan special maintenance grant requests.

### ***SPECIFICATIONS***

#### **Clearance**

- A. Motorcycle Trails - must be kept brushed to a minimum:
  - 1. Width - 40 inches at handlebar height  
24 inches at ground level
  - 2. Height - 8 feet above ground level
- B. ATV (all-terrain vehicle) Trails - must be kept brushed to a minimum:
  - 1. Width - 50 inches at handlebar height  
50 inches at ground level
  - 2. Height - 8 feet above ground level
- C. ORV Routes - must be kept brushed to a minimum:
  - 1. Width - 72 inches
  - 2. Height - 8 feet above ground level

The grant sponsor is responsible for removing all obstructions located within the above clearance specifications. No brush or debris shall protrude into the trail, route or area so that they may cause injury. Trees, logs, foliage, branches, brush and other debris shall be pruned back flush to the main branch, trunk, or cut flush with ground level. Fallen trees and logs shall be removed to maintain

specified trail or route width. Ground logs shall be cut "bucked" at 30 degrees, or as otherwise directed by the jurisdictional agency. All debris resulting from the clearing activity shall be removed from the trail bed or area and disposed of in a manner that will not cause harm.

The Grant Sponsor shall brush all trail and route intersections to maintain clear view of all traffic control devices.

## **Signing**

NOTE: The following signing guidelines are based on the Department Sign Manual and are for Michigan state-owned lands under the jurisdiction of the Department. Signs placed on State Forest lands shall be placed in accordance with the specifications outlined in the Off-Road Vehicle (ORV) Trail and Route Maintenance Handbook (IC 1991).

For other jurisdictions, such as National Forests, county roads, etc., guidelines from those agencies must be followed. Regarding the Huron-Manistee National Forests, the "Placement Guide for Quad Cycle - Motorcycle Trail Signs", July 1990, shall be followed.

Signs shall be supplied by the Department or other jurisdictional agency and shall be installed by the grant sponsor.

Following is a listing of various types of signs and markings the grant sponsor is responsible for placing and maintaining.

### ***Informational Signs***

"YOU ARE HERE" map boards may be installed by the grant sponsor at appropriate trail and route intersections and illustrate the user's location, as well as destinations. These map boards may be supplied by the jurisdictional agency and installed by the grant sponsor.

### ***Guide Signs***

1. Trail Markers
2. Route Markers
3. Michigan Cross-Country Cycle Trail (MCCCT) Markers
4. Directional Guide Signs
5. Street Licensing "NOTICE" Signs

### ***Safety Signing***

NOTE: In respect to the MCCCT, the following list of signs and placement is intended for those segments on land within Department jurisdiction only.

#### **Regulatory Signs**

- a. Highway-type stop signs shall be used on trails and routes. Stop signs shall, at a minimum, be posted at all trail intersections with county, state and forest roads.

#### **Warning Signs**

- a. Stop Ahead Sign - Posted along designated forest routes and trails whenever traffic needs advanced warning of a pending STOP. This sign is not expected to be needed on trails, as they are narrow and slow of speed. However, when necessary, such as when longer straight segments lead riders into intersections at speeds in excess of 20 miles per hour, these signs will be placed to provide adequate warning to the rider.
- b. Mixed Traffic Sign - Placed along road at point where trail begins following forest roads designated open to ORV use.
- c. Directional Sign - Placed before and/or at turns along trails and routes where higher user speeds are anticipated and warning of an upcoming turn is judged appropriate.

## Sign Replacement

The grant sponsor shall replace all faded, warped or broken signs when they no longer effectively convey the message for which they are intended. Signs shall be removed from the post prior to the installation of the new sign. Removed signs shall be disposed of off state and federal lands. The jurisdictional agency may direct grant sponsors to replace signs as needed.

### **Additional Posting Specifications for Signs**

1. Placement.
  - a. Signs will be posted 6 feet above ground measured to center of sign.
  - b. ORV Route signs shall be placed between 6 and 12 feet from the edge of the route.
  - c. ORV Trail signs shall be placed between 3 and 6 feet from the edge of trail.
  - d. No fasteners shall protrude to a position where they may cause injury.
2. Signs shall be posted on 4" x 4" treated wooden posts or on round posts with a 3" top diameter or affixed to composite-type stakes.
3. Reassurance markers and Directional Guide arrows may be attached to trees in forested areas. When attaching them to trees, 2" aluminum or magnesium nails shall be used. Nails should be left exposed from sign about one-half inch to allow for tree growth. Reassurance markers will be placed on both sides of intersections with all roads and trails and along trails and routes at approximately 0.1-mile intervals. In dense woods, trails may require line of site marking with these markers. No markers or signs are to be posted on utility poles.
4. When trails, routes, and/or MCCCT are combined, reassurance markers for each will be posted at regular spacing intervals and appropriately on directional arrows. In this situation these markers will be posted in the following hierarchy: Trail above Route and Route above MCCCT.

## Grading

Trail and route grading projects may be accomplished through a separate grant or contract.

### ***Trails and Routes***

1. Grading may be done whenever the trail or route is too rough, "whooped-out" from use, to allow sit down riding and where the trail or route is wide enough to accommodate appropriate equipment.
2. Grading should be done in the fall, as needed to smooth the trail and allow it time to settle over the winter.
3. Eroded soil resulting from use on hills should be bulldozed up slope in the post-season wherever the trail or route is wide enough to accommodate equipment.

### ***Use Areas***

These projects shall be accomplished through separate, special maintenance grant requests. Grant sponsors are encouraged to work with the appropriate land managing agency to identify projects for special maintenance requests.

1. Eroded hills should be bulldozed up slope each fall in order to maintain those slopes and to provide time for settling of soils over the winter.
2. Parking lots and entrance roads should be graded as necessary. These projects will primarily be accomplished by the jurisdictional agency, but grant sponsors may submit special maintenance requests to perform parking lot grading and trailhead maintenance.

### **Bridges and Erosion Control Structures**

Bridges and erosion control structures shall be constructed and maintained according to specifications of the jurisdictional agency. These projects shall be accomplished through separate special maintenance and development grant requests. Grant sponsors are encouraged to work with the appropriate jurisdictional agency to identify projects for special maintenance requests.

## GLOSSARY

**ATV or All-Terrain Vehicle:** A 3- or 4-wheeled vehicle designed for off-road use that has low-pressure tires, has a seat designed to be straddled by the rider, and is powered by a 50cc to 500cc gasoline engine or an engine of comparable size using other fuels.

**Buck Cut:** To saw or cut a log at approximately 30-degree angle away from the edge of the trailbed.

**Clearing:** The corridor from which vegetation is cleared. Within limits, wider clearing provides for easier travel.

**Collector Ditch:** Drainage structures which intercept water flowing toward a trail and channels it underneath the trail through a culvert.

**Corduoy:** Trail surface made of logs laid crosswise.

**Decking:** The portion of a bridge, puncheon or corduroy upon which trail traffic will travel.

**Designated:** Posted open for ORV use with appropriate signs by the Department.

**Department:** Michigan Department of Natural Resources

**Forest Road:** A hard-surfaced road, gravel or dirt road, or other route capable of travel by a 2-wheel drive, 4-wheel conventional vehicle designed for highway use, except an interstate, state, or county highway.

**Forest Trail:** A designated path or way capable of travel only by a vehicle less than 50 inches in width.

**Grade:** The slope of the trail in the direction of travel. The difficulty of the trail increases with the steepness of the grade.

**Grant:** Funding provided through the Off-Road Vehicle Trail Improvement Fund.

**Grubbing:** Digging out roots and stumps.

**Highway:** The entire width between the boundary lines of a way publicly maintained when any part of the way is open to the use of the public for the purpose of vehicular travel.

**Jurisdictional Agency:** The public agency having jurisdictional control of the land where the trail, route or area is located.

**Obstacles:** Physical objects large enough to significantly impede travel. Logs, large rocks and rock ledges are common obstacles.

**Obstruction:** Obstacles requiring removal from the trail bed or travel-way.

**ORV or Off-Road Vehicle:** A motor-driven off-road recreation vehicle capable of cross-country travel without benefit of a road or trail, on or immediately over land, snow, ice, marsh, swampland, or other natural terrain. "ORV" or "vehicle" includes, but is not limited to, a multi-track or multi-wheel drive vehicle, an ATV, a motorcycle or related 2-wheel, 3-wheel, or 4-wheel vehicle, an amphibious machine, a ground effect air cushion vehicle, or other means of transportation deriving motor power from a source other than muscle or wind. "ORV" or "vehicle" does not include a registered snowmobile, a farm vehicle being used for farming, a vehicle used for military, fire, emergency, or law enforcement purposes, a vehicle owned and operated by a utility company or an oil or gas company when performing maintenance on its facilities or on property over which it has an easement, a construction or logging vehicle used in performance of its common function, or a registered aircraft.

**OHM:** Off-Highway Motorcycle

**ORV Use Area:** An area designated for ORV random cross-country travel.

**Public Agency:** The Department or a local or federal unit of government.

**Roadway:** That portion of a highway improved, designated, or ordinarily used for vehicular travel. If a highway includes two or more separate roadways, the term roadway refers to a roadway separately, but not to all roadways collectively.

**Route:** A forest road or other road that is designated for purposes of this part by the Department.

**Puncheon:** A trail tread reinforcement structure resembling a low bridge and constructed over wet or otherwise unstable soil.

**Stringer:** Poles or logs used to support decking in puncheon, corduroy and bridges.

**Trail Bed:** The portion of the trail consisting of trail tread and the soil underneath and around it.

**Trail Corrugation:** Wave-like forms in the trail bed commonly called "whoop-de-dos."

**Trailhead:** The beginning of a trail system, often containing a parking area with support facilities.

**Trail Tread:** The portion of a trail on which ORVs actually travel, generally the same as "tread surface."

**Travelway:** The trail as a whole, including the trail tread and the cleared areas on either side and above the trail.

**Tread Surface:** The physical condition of the traveled portion of the trail. A tread becomes more difficult to ride as it becomes loose, rough, slippery, etc.

**Tread Width:** The width of the "traveled" portion of the trail. Wider tread provides for easier travel.